



The Sewerage & Water Board

OF NEW ORLEANS

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May 11, 2022

Addendum No. 2

Your reference is directed to the Request for Proposal for **2022-SWB-16 - Request for Qualifications for Professional Engineering, Design, and Related Services** for the Sewerage and Water Board of New Orleans proposals that was due on **June 1, 2022 at 11:00am CST.**

This addendum provides for the following:

1. Extended deadline to submit questions
2. Extended deadline for responses to questions
3. Proposal submission date revised
4. Responses to Questions
5. Revised Section 14 – Evaluation Process
6. Revised Section 17 – Disadvantaged Business Enterprise (DBE) Program
7. Adding Section 18 – Selection of Firms

1. **Deadline to submit questions has been extended to May 16, 2022 by 5:00pm**

2. **Deadline for responses to questions has been extended to May 20, 2022 by 5:00pm**

3. **Proposal submission date has been revised to June 17, 2022 by 11:00am**

4. **Responses to Questions**

1. Does SWBNO require all potential subconsultants and DBE partners that will be part of future RFP responses to be identified in this SF330 response?
Refer to answer in Addendum 1-Question 1.

2. Will projects assigned to a consultant be required to use a geotech from the geotech category for borings, etc?

The geotechnical services category that is part of the RFQ is for geotechnical engineering services, not geotechnical borings or data collection.

3. Can you expand upon how the list of qualified firms will be used to assign required work by S&WB? Will the most highly qualified firm just be selected for a specific project or will a separate RFQ/RFP be issued to all qualified firms in that category (or somewhere in between)?

See Section 18 – Selection of Firms in this Addendum.

4. Page 11, Paragraph, A, C and D: If a firm applies for only Engineering, and Design services for a project in group 1 thru 8, could they be awarded a project in the future that includes Inspection by adding a firm that specializes in inspection to their team? Or does how a firm form their teams in this RFQ dictate what types of projects they can be awarded in the future. In this example, a firm may be selected for a scope of work that includes inspection if it is not a primary component of the work. The purpose of the list is to establish a pool of qualified prime firms, with the understanding that project teams with subconsultants and/or DBE firms will be needed to accomplish specific scopes of work.

5. How will a project be awarded to a firm once a pool is established? By rotation? Another round of submitting qualifications?

See response to question 3.

6. Are you only going to select 1 firm per Project Group? i.e. 1 firm can be selected for several groups, but each group will only be assigned 1 firm?

The purpose of this RFQ is to establish a pool of qualified engineering firms that will serve as Prime consultants for future projects of the type that are stated in Section 10 of this RFQ. More than one prime firm may be determined to be qualified for a particular project group, and a prime firm may be determined to be qualified for multiple project groups.

7. Please clarify project assignment process.

See response to question 3.

8. Previously, the bids were RFQ to contract. Is it now RFQ to RFP?

See response to question 3.

9. What will be the number of firms per category to be selected?

See response to question 6. There is not a limit on the number of firms that will be determined to be qualified for each project group.

10. What is the expected DBE percent?

There is no DBE percentage requirement for this specific solicitation. See revised language for Section 17 in this Addendum. However, note that typical proposals that are solicited from qualified firms will include a 35% DBE requirement, unless extenuating circumstances dictate otherwise.

11. Clarify DBE Percentage.

See response to question 10.

12. On page 13, section 17, third paragraph, "The respondent must select a DBE(s) from one of the following lists...". Will the submitters be required to select a DBE for this submittal? Or can we identify the DBE as part of any future selection process, once the assignment is known?

As noted in Addendum 1 to this RFQ, information on subconsultants, including DBE firms, is not requested as part of this solicitation. After the pool of qualified applicants has been established for each Project Group/Services, the Board will, as and when appropriate, seek proposals for services from among the prequalified applicants in the pool. At that time, firms will develop teams, including subconsultants, DBE subconsultants, and supplemental services as/if needed to accomplish the stated scope of work.

The lists provided in Section 17 are resources for prime firms to utilize to identify firms that meet the requirements of SWBNO's DBE program and therefore are eligible to meet the DBE requirements of a particular project.

13. If no subconsultants or DBEs are required as part of this response, can you please confirm that Attachment A can be left blank where subconsultants are to be listed?

Yes. Attachment A was updated as part of Addendum 1.

14. Please clarify if DBEs need to be identified with this SOQ response.

See response to Question 10.

15. Page 11, Section 14: Can the S&WB clarify how the DBE requirements will be scored? I.e., does the respondent need to show how they will meet the DBE requirements by adding DBE's to their team in this proposal or are firms only required to state (per Page 10, Section 13.2.vii) that the firm will meet the DBE requirements if awarded a project in the future?

There is no DBE percentage requirement for this specific solicitation. Please see Revised Section 14 and Section 17 in this Addendum.

16. On page 18, section I.E. Invoices, will we be expected to provide an original invoice and four copies as indicated in the document or will we be submitting invoices electronically?

The contract terms provided in Attachment B are draft and subject to change by SWBNO or during negotiations with a firm selected for a specific scope of work.

17. On page 18, I.E. Invoices paragraph 7, will air travel be approved for individual assignments or will the work be required to be completed locally?

The contract terms provided in Attachment B are draft and subject to change by SWBNO or during negotiations with a firm selected for a specific scope of work. Pricing components will be based on the scope of the project.

18. On page 21, do you have the dollar amounts for commercial general liability insurance and for errors and omissions insurance that the selected vendors will be required to provide.

Insurance coverage requirements will be identified during the request for proposal stage and be based on the complexity and risk of the project.

19. Will we negotiate rates when selected that will be applicable to all assigned projects?

Pricing components will be based on the scope of the project.

20. Page 11, Paragraph, A, C and D: The types of services required for project groups 1 thru 8 include Engineering and Design, Construction Management

and Inspection, is the firm required to apply for each those services in order to get the maximum points?

Qualifications will be evaluated for each type of service for each group. In total there will be 18 lists of qualified firms, corresponding to the matrix shown on the revised version of Attachment C (1A, 1B, 1C, 2A, 2B, 2C, etc). Unique scores will be generated for each project category for each firm.

21. Does the domicile criteria in the Evaluation Process only apply to the Prime, or will the domicile of Subconsultants also be considered? Additionally, how will the scoring work? Will 5 points be awarded to a firm with an office in Orleans Parish, then a less point awarded to how far out from the City the firm is located? What is considered the New Orleans metropolitan area and will firms outside of this receive 0 points?

Information on subconsultants will not be evaluated as part of this RFQ. Scoring for the prime firm will be established according to the criteria as revised in Section 14 in this Addendum.

22. How will points be awarded for commitment to meeting DBE goals? Will 5 points be awarded for just acknowledging intent to comply with DBE participation goals or will the amount of DBE subconsultants included with the proposal be taken into consideration?

See response to Question 15.

23. Page 11, Section 14, Evaluation Process: It is our understanding that for each "Project Group", Committee members scores will be averaged to obtain a composite score for that category of work and teams will be ranked based on the composite score. Is this correct?

Correct.

24. If a subconsultant has experience that the prime does not have, will we (as prime) receive the same points for that experience as if we had it ourselves?

Information on subconsultants will not be evaluated as part of this RFQ.

25. Will our one submittal be scored separately for each identified project group, or will there be one large, overarching composite score across all project groups?

Unique scores will be generated for each project category (as described in Attachment C) for each firm.

26. Throughout the RFQ, there is no reference to the SWBNO General Specifications. Will the vendors be required to comply with the General Specifications of the SWBNO or, as stated on page 17, paragraph I.B. “in accordance with industry standards for design and engineering”?
Information on the requirements for design standards will be included during a request for proposal for a specific scope of work.
27. Page 8, Section 11 – Is there a Paragraph B?
No. The skip from paragraph A to paragraph C is a formatting error.
28. If we decide to email our submittal, is the S&WB allowed to accept “Sharefile”, “Dropbox” or other file sharing means?
Yes, SWBNO is allowed to accept Sharefile and Dropbox. Please confirm receipt of email to make sure your submittal has been accepted.
29. Page 4, Electronic submissions – What is the maximum file size that can be emailed to the S&WB?
35MB
30. Can a firm submit as a prime and also be part of a team on another submittal?
Yes.

5. The following revised section replaces Section 14 language in its entirety:

14 Evaluation Process

The Contract Administrator must establish a Proposal Selection Committee with relevant subject-matter expertise to review and evaluate Responses to the RFQ in accordance with the Sewerage and Water Board’s Professional Services Procurement Policy Memorandum No. 95.

The Selection Committee will evaluate responsive proposals based on the following criteria listed below, according to the principles of the Sewerage and Water Board’s Professional Services Procurement Policy Memorandum No. 95. A Respondent may receive the maximum score or no score at all, depending upon the merit of its response, as judged by the Proposal Selection Committee. A composite scoring approach will be utilized, in which scores from each Committee member will be averaged in each category in order to rank the proposals out of the possible 100

points, per Project Group and Services identified. In order to be considered qualified for the Project Group and Services identified by the Respondent, the Respondent must receive a score of 70 points (out of 100) from the Selection Committee.

Firms qualified will be scored and ranked according to each Project Group they qualify under. Qualifications will be evaluated for each type of service for each group. In total there will be 18 lists of qualified firms, corresponding to the matrix shown on the revised version of Attachment C (1A, 1B, 1C, 2A, 2B, 2C, etc).

Unique scores will be generated for each project category for each firm.

(0 - 35 Points) Professional qualifications necessary for satisfactory performance of anticipated services

This criterion is measured by the Respondent's demonstration of the licenses, years of experience, and other requirements noted in this RFQ needed for the project type and services for which they are seeking qualification.

(0 - 30 Points) Specialized experience and technical competence in similar work within the past 7 years

This criterion is measured by the Respondent's demonstration of successful projects that are similar in scope, size, and complexity to the projects identified in this RFQ and that may be anticipated in the future.

(0 – 15 Points) Performance history on contracts with government agencies and private industry including without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines;

This criterion is measured by the Respondent's demonstration of quality control processes and procedures incorporated into their internal workflow requirements,

along with other information deemed relevant by Respondent.

(0 – 10 Points) Capacity to accomplish the services identified by Respondent for which they are seeing qualification

This criterion is measured by demonstration of successful completion of projects, along with other information deemed relevant by Respondent.

(0 – 5 Points) Maintenance of an office, residence, or domicile in Orleans Parish or surrounding areas.

This criterion will be measured by the company's principal business office at which the work will be performed as follows:

5 points for a firm with an office in Orleans Parish,

4 points for a firm with an office in Jefferson, St.

Bernard, Plaquemines, St. Tammany, or St. Charles Parishes,

3 points for a firm in parishes other than previous in Louisiana,

2 points for a firm out of state.

(0 – 5 points) Willingness to promote full and equal business opportunities in accordance with the Board's State-Local Disadvantaged Business Enterprise Program

This criterion is met by initialing on Transmittal Letter that the Respondent acknowledges intent to comply with DBE participation goals for scopes of work to be solicited from qualified applications. DBE goals are typically 35%, unless extenuating circumstances warrant otherwise.

5 points will be awarded for firms that acknowledge intent to comply with a DBE participation for future scopes of work via the Transmittal Letter.

0 points will be awarded for firms that do not acknowledge this via Transmittal Letter.

During the review of any Submission, the Proposal Selection Committee may:

- Conduct reference checks relevant to the Project with any or all of the references cited in a Submission to verify any and all information, and rely on or consider any relevant information from such cited references in the evaluation of the Submissions;
- Consider publicly available information such as the firm's website and published projects; and
- Seek clarification of a Proposal from any or all Respondents and consider such supplementary information in the evaluation of Submissions.
- Request interviews/presentations with any, some or all Respondents or Team Members to clarify any questions or considerations based on the information included in Proposals during the evaluation process and consider any supplementary information from interviews/presentations in the evaluation.

6. The Paragraph 1 of Section 17 has been revised in its entirety to the following:

17 Disadvantaged Business Enterprise (DBE) Program:

The requirements of the Board's DBE Program apply to projects that are awarded to firms as a result of this solicitation. It is policy of the Board to practice nondiscrimination based on social and economic disadvantage, race, color, sex, gender, disability or national origin. DBE participation for future contracts will be determined on a project by project basis and may be less than the established goal of 35 percent as approved by the Staff Contract Review Committee. The respondent shall agree to use its best efforts, as determined by the DBE Compliance Officer to

assure that all respondents comply with the factors set forth in the DBE Program, to meet the contract goal for DBE participation in the performance of this solicitation.

7. The Section 18 has been added to the RFP:

18 Selection of Firms:

Following the establishment of a list of qualified firms, the selection of firm(s) for a particular scope of work/contract will be conducted in one of two ways as described below:

- **Selection Methodology 1** – Design fees expected to be less than or equal to \$500,000:
 - A firm will be selected directly from the qualified list to solicit a technical proposal.
 - The selection of the firm will be based on the scores from the selection committee, capacity of the firm to perform work, and experience of the firm to perform the work based on SWBNO judgement.
 - Once a firm has been selected for a unique scope of work, the firm will not immediately be eligible for the next contract until other firms on the list have had the opportunity for work.
- **Selection Methodology 2** – Design fees expected to be greater than \$500,000 or has a higher degree of complexity:
 - Multiple firms will be solicited from the applicable list for a proposal through an abbreviated RFP process.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2022-SWB-16 for Request for Qualifications for Professional Engineering, Design, and Related Services, as fully and completely as if the same were set forth therein. The bidder shall acknowledge receipt thereof on the Response Cover Sheet. Failure to acknowledge may result in a non-responsive bid.

This addendum consists of 10 pages.

End of Addendum